



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
SCHOOLS DIVISION OF SIARGAO



**Office of the Schools Division Superintendent**

February 12, 2025

**DIVISION MEMORANDUM**

No. **02-049**, s. 2025

**REITERATION OF THE UTILIZATION OF HARMONIZED GENDER  
AND DEVELOPMENT GUIDELINES (HGDG) CHECKLIST IN THE  
PREPARATION OF PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs)**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Public Schools District Supervisors & District-In-Charge  
Secondary and Elementary School Heads

1. In line with Regional Memorandum No. 936, s. 2025 and in reference to DepEd Order No. 32, s. 2017, *Gender-Responsive Basic Education (GRBE) Policy*, this Division reiterates the commitment to integrate the principles of gender equality, gender equity, gender sensitivity, non-discrimination, and human rights in all aspect of basic education governance and implementation.
2. The three functional divisions (CID, SGOD and OSDS), and schools are directed to integrate Gender and Development (GAD) principles into the planning, development, execution, monitoring and evaluation of programs, projects, and activities (PPAs).
3. Program implementers must consistently apply the HGDG Checklist to ensure appropriate GAD attribution and compliance.
4. Programs, Projects and Activities (PPAs) should be registered via link provided by the Regional Office, <https://tinyurl.com/Caraga-LnD-2025>
5. The HGDG Checklist is attached to this memorandum for reference in drafting PPA proposals and assessing their adherence to GAD policies.
6. Immediate dissemination of and compliance with this memorandum is directed.

**MANUEL O. CABERTE**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl.: As stated

Reference: RM No. 1036, s. 2023

To be indicated in the Perpetual Index under the following subjects:

ACTIVITIES	ATTRIBUTION	CHECKLIST	GAD
HGDG	PROGRAMS	PROJECTS	UTILIZATION

SGOD/grdadap  
02/11/2025



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